Title:	Within Facilities Internal Transfer
Notes:	
Original Effective Date:	December 1, 2015
Revised Effective Date:	

Steps	Forms Used	Who's Accountable?
Placement List, Internal vacancy posting, or Internal NEOGOV *For notification purposes to employees, each Facility needs to develop their own internal SOPs for transfer.	Internal Transfer Form or DHHS Posting Form Request to Post	Human Resources
Placement List Option – HCT and Professional Nurse classes only. • Staff requesting internal transfer are placed on a list. • Once position(s) becomes vacant, eligible employee will be reviewed and contacted in order of receipt. • Employee has until 5:00pm of next business day to accept the transfer. • If declined, the process begins again until vacancy is filled. *Cannot be used for transferring to another shift. *Refer OSHR Policy, page 21, Section 2. *Placement List maintained in HR office.	Internal Transfer Form	Human Resources
Internal Vacancy Posting Option – • Post internal vacancy in appropriate areas of the Facility for a minimum of 5 business days.	DHHS Posting Form Request to Post and Internal Transfer Form	Human Resources
NEOGOV External Posting – • Post external for minimum of 5 business days.	DHHS Posting Form Request to Post	Human Resources
Ensure salary exceptions/classes without delegated authority are submitted to Classification and Compensation for review/approval		Human Resources

Steps	Forms Used	Who's Accountable?
If applicable, confirm Salary Administration process is followed & obtain funding approval	HR Action Form (Facilities)	Human Resources
Discuss payroll deadline and how it impacts start date, benefits, etc., & FLSA status with hiring manager		Human Resources
HR to inform supervisor of appropriate letter template to use (including salary confirmation)	Personnel Action	Human Resources & Supervisor
Offer is made and accepted	Transfer Letter (Facilities)	Supervisor
Signed offer Letter received in HR	Transfer Letter (Facilities)	Supervisor
BEACON workflow initiated	BEACON BPP-- Initiate Transfer Action	Human Resources
Ensure BEACON workflow approved		Human Resources
PCR executed for action before initialization **Note:** Including IT0019 Monitoring of Tasks to track probationary period, if applicable	BEACON BPP— Complete Transfer Action	Human Resources
Verify action and salary in PA20		Human Resources
Verify payroll correct in PUOC_10		Human Resources
Update personnel file		Human Resources
If appropriate, notify Timekeeper of new employee	Timekeeping Notification	Human Resources/Supervisor